This master should be used by designers working on Port of Portland construction projects and by designers working for PDX tenants (“Tenants”). Usage notes highlight a few specific editing choices, however the entire section should be evaluated and edited to fit specific project needs.

Always include for projects over $100K.

SECTION 013200 – CONSTRUCTION PROGRESS DOCUMENTATION

1. GENERAL
   * + 1. DESCRIPTION
          1. The work progress schedule requirement is established to ensure adequate planning, scheduling, management, and execution of the work by the Contractor, and to enable the Port to evaluate work progress and make contract time adjustments. The work specified in this section consists of submitting a contract schedule, monthly updates, four-week schedules for progress meetings, and a final as-built schedule. The planning, scheduling, management, and execution of the work in accordance with the contract is the responsibility of the Contractor.
       2. SUBMITTALS
          1. Except as modified in this section, the procedures required by Section 013300, Submittal Procedures, shall be observed.
          2. Submit a statement of Critical Path Method (CPM) capability within 10 days following the Port’s delivery of the fully executed contract, stating that the Contractor has in-house capability, or if not, naming a scheduling subcontractor to be employed by the Contractor to prepare the schedules required. Include with this submittal scheduler’s name and list of qualifications demonstrating that the scheduler has performed scheduling for projects of the same magnitude and complexity of this project. Failure to provide this information may result in disqualification of the proposed scheduler.
          3. At the preconstruction meeting, submit for review by the Port, a work progress schedule meeting the requirements below.
          4. Within 5 days of receipt of review comments from the Port, incorporate the Port’s comments, finalize, and resubmit the work progress schedule for Port approval.
2. PRODUCTS

Not Used.

1. EXECUTION
   * + 1. CONTRACT SCHEDULE SUBMITTAL REQUIREMENTS
          1. Develop the contract schedule submittal in CPM format using Primavera Project Management (P6)®, Microsoft Project®, or equal. It shall include:

A CPM Network Diagram:

Time-scaled (by week, starting Monday), grouped by work areas and sorted by early start dates.

The diagram shall be clear, neat, and legible. Each sheet shall contain a title block, a revision block, project name and contract number, Contractor, type of tabulation (initial, update, project status), project duration, scheduled substantial completion date, and a legend explaining the basic notation, terms, and codes used.

Identify critical path activities, including critical paths to contract milestone dates.

Activity durations shall not exceed 10 days. Should an activity require more than 10 days, it shall be subdivided to define appropriate activities. The Port may approve using longer durations on such non-construction activities as the procurement and fabrication of materials and equipment.

All activity descriptions shall clearly define the location and type of work to be performed.

Show schedule critical deliverables (i.e., permits, submittals, etc).

Schedule fabrication and delivery of all materials and equipment.

Scheduled start or completion dates imposed on the schedule by the Contractor shall be consistent with contract milestone dates and other restrictions. Contract milestone dates are the work area starting and completion dates and shall be clearly identified and connected to the appropriate activities.

Schedule shall include contingencies for normal weather delays and seasonal periods of heavy traffic flow.

Schedule shall list resources required to perform work within durations shown. Indicate the estimated quantities of work anticipated where applicable.

Failure to include any element of work required for performance of this contract shall not excuse the Contractor from timely completion of work required to achieve the contract milestones, notwithstanding the acceptance of the contract schedule submittal.

The contract duration shall be the duration specified in the contract documents and awarded by the Port.

Schedules extending beyond the contract completion date will not be accepted.

Schedules showing the work completed in less than the contract duration may be found by the Port to be impractical, requiring resubmittal.

Schedules showing the work completed in less than the contract duration, if practical to the Port, shall be considered to have Float. Float is the time between the scheduled duration of the work and the contract duration. Float is a resource available to both the Contractor and the Port, and is non-compensable. Acceptance of a schedule showing the work completed in less than the contract duration shall not constitute a change to the contract completion date.

Schedule shall be coded by activity identifying shift work, restricted hours, electrical work, etc.

Edit examples in q according to actual project requirements.

All Port-required activities (such as PLC programming of pump station controls or airfield lighting control system) shall be shown as part of the critical path.

Narrative: The contract schedule submittal shall include a “stand-alone” document that conveys, in writing:

The Contractor’s schedule assumptions; constraints; critical path/critical activities and why they are critical; permit requirements; coordination required with the Port, airlines, other contractors, utilities or any other parties; and long lead delivery items.

Basis for resources. Include anticipated quantities of work for each activity and the production rates used in determining resource allocation for activities.

The contract schedule submittal shall include a compact disc containing a copy of the project files. All data shall be written to disk via the Primavera Project Management (P6)®, Microsoft Project® Backup, or equal utility.

* + - * 1. The final, accepted work progress schedule shall be the baseline from which changes in duration and logic shall be determined and shall be the basis for planning, scheduling, managing and executing the work.
      1. MONTHLY UPDATE REPORT
         1. No later than 30 days after acceptance of the contract schedule and monthly thereafter, the Contractor shall submit a Monthly Update Report.
         2. The Monthly Update Report shall consist of:

An updated CPM Network Diagram of the contract schedule, format as previously specified herein, and a compact disc containing an exact copy of the submittal. All data shall be written to disk via the Primavera Project Management (P6)®, Microsoft Project® Backup, or equal utility.

A narrative which identifies the work actually completed and reflects the progress along the critical path in terms of days ahead of or behind the contract milestone dates. Specific requirements of the narrative are as follows:

If the Monthly Update Report indicates an actual or potential delay to the contract milestone dates, the narrative shall identify the problem, cause, and the activities affected.

The narrative shall also address the following:

A detailed change in duration of any activity and/or logic changes to activities which were performed in a sequence different from the accepted contract schedule.

Activities proposed to be added to or deleted from the contract schedule.

Identification of executed change orders.

Incorporation of all Port-accepted schedule revisions.

The mutually agreed-to Monthly Update Report shall be the basis for evaluating the Contractor's progress. Documents in a single Monthly Update Report shall have the same data date irrespective of the dates of preparation of the individual documents.

If the latest completion time for any required contract milestone date as indicated by the current Monthly Update Report does not fall within the time allowed by the contract, the Contractor shall prepare and submit a plan to recover the lost time.

* + - * 1. The Port may call for more frequent status meetings (weekly, biweekly, etc.), at no additional cost to the Port, at which the Contractor shall provide the required information.
        2. Review of Monthly Update Report:

The Port will review the monthly report and respond within 7 days after receipt.

If necessary, the Contractor shall resubmit within 7 days of receipt of review comments.

* + - * 1. Applications for Payment: Submission of monthly schedule updates shall accompany applications for progress payments, and will be a condition of payment.
      1. PROGRESS MEETING SCHEDULES
         1. During on-site construction, at each progress meeting, provide a one week back and three-week forward activity schedule. This schedule shall be in Gantt bar chart form and include, but not be limited to, reporting of the following:

Detailed listing of specific work items, duration of work items, actual work hours, resources to be used in accomplishing work items, work area closing and opening dates and times, operational impacts, and other pertinent items.

The weekly progress meeting schedules shall be submitted not less than 24 hours in advance of the scheduled progress meeting.

* + - 1. SCHEDULE MONITORING
         1. If the progress of critical path activities falls behind the time lines shown on the latest, accepted version of the CPM schedule by 7 days, the Contractor shall document the means it will employ to bring work back on schedule.
      2. CONTRACT SCHEDULE REVISIONS
         1. Proposed revisions to the accepted contract schedule shall be submitted to the Port on a separate fragnet for review and acceptance prior to incorporation into the current contract schedule. This fragnet shall clearly outline the impact of the revision within the context of the contract schedule. Each proposed revision shall be submitted with the following minimum components:

A CPM Network Diagram showing revised and affected activities.

An Activity Report and Predecessor/Successor Report for all revised and affected activities.

* + - 1. CONTRACT TIME ADJUSTMENTS
         1. Float is not for the exclusive use or benefit of either the Port or the Contractor. Extensions of time for contract performance as specified in the contract will be granted only to the extent that time adjustments to the affected work items exceed the total float time along the affected path(s) of the contract schedule current at the time of the delay.
      2. AS-BUILT SCHEDULE AND DOCUMENTATION
         1. Within 15 days after substantial completion, the Contractor shall submit for the Port’s acceptance a final, as-built CPM Network Diagram.
      3. SUSPENSION OF PAYMENTS
         1. If the Contractor fails at any time to submit a schedule or update as noted above, the Port reserves the right to suspend progress payments wholly or in part until the Contractor submits a schedule which is accepted by the Port.

END OF SECTION 013200